

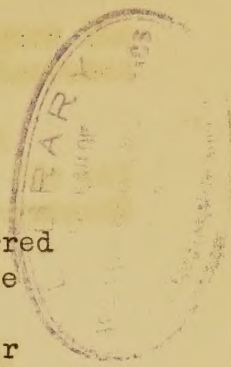
UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WESTERN DIVISION

MAY 29 1936
No. 1
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Washington, D. C.

May 8, 1936

INSTRUCTIONS TO STATE AGRICULTURAL CONSERVATION COMMITTEES,
WESTERN REGION:



A State Agricultural Conservation Committee, hereinafter referred to as the Committee, has been established in each of the 13 States of the Western Region for the purpose of coordinating the County and Federal activities of the 1936 Agricultural Conservation Program formulated under the provisions of the Soil Conservation and Domestic Allotment Act of 1936.

The Committee will be responsible for the performance of such duties as are outlined herein or as may hereafter be contained in supplementary instructions.

The membership of the Committee consists of from three to five farmers appointed by the Secretary of Agriculture and one representative of the State Extension Service. The member who will act as Chairman is designated as Chairman by the Director of the Western Division. The Bureau of Agricultural Economics, United States Department of Agriculture, has made the services of the State Agricultural Statistician of each State available to the Committee in the respective States for consultation and advice within reasonable limits as to the time to be spent on this work.

Executive Secretary

The Executive Secretary, appointed by the Secretary of Agriculture, will act as the secretary of the Committee, but will not vote as a committee member. Under the general supervision of the Committee and the direction of the Western Division, the Executive Secretary will have the custody of County Listing Sheets (Form WR-3) and other material submitted by the County Agricultural Conservation Committees for the consideration of the State Committee.

The Executive Secretary of the Committee will direct the analysis of the data on the County Listing Sheet (Form WR-3), and will present the results of such analysis to the Committee for its consideration and the consideration of the representative of the Director of the Western Division assigned to the State. To assist in this analysis, the Western Division will employ a statistician for the office of each Executive Secretary in the Western Region where the number of work sheets is sufficient to justify the employment of such statistician.

The Executive Secretary will call the Committee into session when meetings are necessary, and prepare the minutes of the meetings, and, with the chairman, certify the minutes as correct and conduct the Committee's

routine correspondence. Also he will represent the Committee in meetings of the State Technical Committee in matters referred to the State Technical Committee for decision.

At the proper time the Executive Secretary will have supervision of all suspended applications for grants and will take such action as may be necessary to put them in proper shape for payment.

The Executive Secretary's office also will serve as a clearinghouse for all matters between the Western Division and the County Agricultural Conservation Associations.

Organization and Order of Business

The first meeting of the Committee will be called by the State Director of Extension Work. At this meeting WR Bulletin No. 1 (Revised) (containing the general provisions of the 1936 program), WR Bulletin No. 2 for the State (containing the State classification of crops and rates for soil building practices, and the various forms and instructions for procedure, will be discussed by the Committee.

Duties of State Committee -- General

(1) The Committee will operate under the supervision of the Director of the Western Division and in accordance with the procedure outlined for the 1936 Agricultural Conservation Program by the Agricultural Adjustment Administration. The Committee is responsible for the general supervision, coordination, and administration of the 1936 Agricultural Conservation Program in the State.

(2) The Committee is designated as the official agency in the State to review requests from the County Committees for the total, general, cotton, and tobacco soil depleting acreage in the counties, as represented on the county listing sheets, and to set such county limits as are necessary upon analysis. The Division of Crop and Livestock Estimates of the Bureau of Agricultural Economics of the U. S. Department of Agriculture, and the Agricultural Adjustment Administration, will furnish the Committee with ratios and other data upon which to base the necessary analyses. The responsibility for establishing county limits of soil depleting bases, however, will be that of the Committee, subject only to the approval of the Director of the Western Division or his representative assigned to the State.

(3) Upon approval by the State Technical Committee, the Committee may recommend to the Director of the Western Division additions to or modifications in the classification of farm land devoted to certain crops and uses as set forth in WR Bulletin No. 2 for the State. For instance, in the matter of classification of certain crops or practices as soil depleting or soil conserving, if such classification has not been clearly defined in WR Bulletin No. 1 (Revised), or WR Bulletin No. 2 for the State, the Com-

mittee shall, through the Executive Secretary, request the State Technical Committee to recommend a definite classification which shall be submitted to the Director of the Western Division for approval by the Secretary of Agriculture.

(4) The Committee is the official State agency designated to hear appeals of owners or operators with respect to decisions of the County Committees as to determination of the soil depleting base for a farm, or the acreage allotment for special crops on a farm, if such owners or operators have previously appealed to the Board of Directors of the County Agricultural Conservation Association and if such appeals have, in the opinion of the Committee, not been properly disposed of.

(5) The Committee will consult with the Executive Secretary on all details of the 1936 Agricultural Conservation program, and, through the Executive Secretary, will advise the Director of the Western Division on all problems arising in connection with the administration of the program in the State.

(6) Any official action taken by the Committee shall be within the limitations of the rulings and regulations issued or to be issued by the Western Division, Agricultural Adjustment Administration.

Instructions for Analysis of County Listing Sheets and for
Setting Limits of Total County Soil Depleting Bases

The agricultural statistician employed by the Agricultural Adjustment Administration, and clerical assistants, will do the following for the Committee:

- (1) Check totals of each column on the county listing sheet.
- (2) Check totals of Column 5, plus total of Column 6, which should equal total of Column 4.
- (3) Check total of Column 21, plus total of Column 29, plus total of Column 32, which combined totals should equal total of Column 6.
- (4) Check total of Column 22, plus total of Column 30, plus total of Column 33, which combined totals also should equal total of Column 6.
- (5) Add total of Column 44 (Wild Hay) to total of Column 6, to get a figure for "Crop Land" comparable to the county ratios.
- (6) Compute ratio of adjusted acreage of soil depleting crops to crop land (total of Column 22 divided by figure secured in (5) above).
- (7) Compute ratio of adjusted acreage of soil depleting crops to all land in farms (total of Column 22 divided by total of column 4).

- (8) Calculate percent of crop land in county included on listing sheet (total of Column 6 on county listing sheet divided by the acreage of crop land in the county in 1929 or in 1928-32 (See data furnished to Committee by Agricultural Statistician)).

The ratio of the adjusted acreage of soil depleting crops to crop land on the listing sheet (total of Column 22 divided by the figure secured in (5) above) should not exceed the county ratio of soil depleting crops to crop land, and the Committee should require the county committee to make any adjustment necessary to bring the soil depleting base within the required limits, unless only a small percentage of the 1929 acreage or the 1928-32 average acreage of crop land in the county is represented on the listing sheet and for this or some other reason the farms represented on the listing sheet are deemed to be unrepresentative of all farms in the county.

Example

Adjusted acreage of soil depleting crops on listing sheet (Total of Column 22)	-----480.000
Acreage of crop land on listing sheet (Total of Column 6 and Column 44, Wild Hay)	-----800,000
Ratio of soil depleting crops to crop land on listing sheet	-----0.60
Total acreage of soil depleting crops in the county in 1928-32	-----500,000
Total acreage of crop land in county in 1928-32	-----1,000,000
County ratio of soil depleting crops to crop land	-----0.50
Percent of crop land in county on listing sheet	-----0.80
State Committee limit on soil depleting base for farms on work sheet: $800,000 \times 0.50$	-----400,000

In the above example the State Committee should instruct the county committee to make such adjustments in the individual items in Column 22 of the listing sheet as will bring the total to 400,000 acres or less. The county committee will enter the adjusted figures in Column 23. When approved by the State Committee or its representative, each item will be recorded, by the county committee, in ink in Column 24, and be transferred to Item 1 of Section VII of the work sheet. Offsetting adjustments will be made in Columns 31 and 34, so the total of Column 24, plus the total of Column 31, plus the total of Column 34, will equal the total of Column 6.

The individual items in Column 31, when the total has been approved by the State Committee or its representative, should be entered in Item 2 of Section VII of the work sheets.

In counties where the total crop land represented on the county list-

ing sheets is only a small percentage of the 1929 acreage or the 1928-32 average acreage of the total crop land in the county, arrangements will be made to provide matched sample data with which to supplement the ration analysis. Instructions regarding such cases will be submitted later. In some States ratios of soil depleting crops to land in farms may be used instead of a ratio of soil depleting crops to crop lands as indicated in the foregoing example.

Yield Analyses

The following procedure will be necessary in order to determine yield and productivity of farms within a county, and to make sure that the weighted average of the rates established for the farms within a county does not exceed the county rate as established by the Agricultural Adjustment Administration. The figures in Column 35 and 38 should be multiplied by the acreage of the crops the yield of which is indicated in Columns 7 to 20, inclusive. The weighted average yield of the crop or crops for the county as determined by such weighting must not exceed the average county yield of the crop. Yield data have been furnished to the Directors of Extension by the Agricultural Statisticians and should now be placed under the custodianship of the Executive Secretary of the State Committee. If the weighted average of the yields of the principal soil depleting crops on the work sheets exceeds the county average, a downward adjustment must be made in the yields of the crops as indicated in Columns 35 or 38. This will be done by the county committee by entering an adjusted item in Column 36 or 39, upon receipt of instructions from the State Committee.

Upon return of the listing sheet to the county, and after adjustments in yield of the principal soil depleting crops in the county have been made, the county committee will compute, for each farm, the index of the yield of each soil depleting crop for which yield data are recorded on the work sheet, and record such indices in Columns 37 and 40.

Column 41 will be used by the county committee to record the productivity of the farm as estimated by the community committeemen or the supervisor.

Then, on the basis of the indices in Columns 37 and 40, and on the recommendation of the community committeemen as shown in Column 41, a tentative productivity index for the farm will be entered in Column 42. Then the listing sheet will be returned to the State Committee for further analysis. By this time the general soil depleting base for individual farms will have been determined by the county committee. The productivity indices recorded in Column 42 should be weighted by the general soil depleting base and a weighted average of such indices be calculated in the office of the Executive Secretary of the State Committee. The weighted average of such indices should not exceed 100, if a substantial percentage of the crop land in the county is represented on the listing sheets for the county. If this average exceeds 100, then the county committee should be instructed to make downward revisions in the indices, recording the results of this final calculation in Column 43.

George E. Farrell
GEORGE E. FARRELL

Director, Western Division

THE OFFICE OF THE SECRETARY OF THE ARMY
WASHINGTON, D. C.
JANUARY 1, 1900
SIR:
I have the honor to acknowledge the receipt of your letter of the 29th ultimo, in relation to the matter of the appointment of a chaplain to the 1st Cavalry, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

The Department is very anxious to have the best qualified person for the position, and will therefore consider all applications with care. It is requested that you will continue to keep the Department advised of any further developments in the matter, and that you will also keep the person or persons in view of your appointment in mind, and will advise the Department of any change of mind or of any other person who may be considered for the position.

Very respectfully,
Your obedient servant,
J. H. COOPER, Secretary of the Army.

Enclosed for you are two copies of the report of the Board of Chaplains, dated December 15, 1899, in relation to the appointment of a chaplain to the 1st Cavalry.

Very truly yours,
J. H. COOPER, Secretary of the Army.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WESTERN DIVISION

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Washington, D. C.

August 20, 1936

INSTRUCTIONS FOR COMPLETING FORM WR-3
(COUNTY LISTING SHEET - WESTERN REGION)

Form WR-B-3 (Instructions with Respect to the Establishment of Bases and Productivity Indices and Instructions for Preparation of Work Sheets and County Listing Sheets) provides for filling out certain columns of the County Listing Sheet (WR-3) and submitting the data to the State Agricultural Conservation Committee for analysis. State Committee Letter No. 1 provides instructions regarding the analysis of the columns on the County Listing Sheet, which will be filled out at the time of its first transmittal to the State Committee. The following instructions provide for the completion of the County Listing Sheet by the County Agricultural Conservation Committee and the State Committee.

The Executive Secretary of the State Committee shall report to the Director of the Western Division the county totals for each of the columns 4 to 34 inclusive, and the weighted averages of columns 35 to 43 inclusive, as soon as the Listing Sheet for a county has been completed. The totals of any other columns where acreages are entered, and weighted averages of any other columns where yields are entered, should be included in this report also.

As soon as the County Committee has made adjustments in the total soil-depleting bases, in accordance with limits established by the State Committee, and has established for each farm a final productivity index, in accordance with limits set by the State Committee, and as soon as the soil-depleting bases for the special crops have been determined for each farm, the County Listing Sheet shall be completed and be returned to the office of the State Committee for final analysis. In this final analysis of the County Listing Sheet attention should be given to the following columns:

Columns 23 and 24. The County Committee should record in these columns any adjustments in total soil-depleting bases which may have been necessary in order to meet the limits established by the State Committee. The office of the Executive Secretary should total the bases as finally adjusted by the County Committee, to determine whether or not the County Committee has made adjustments

sufficient to meet the requirements established by the State Committee.

Columns 25 and 26. The bases recorded in these columns should be checked to determine whether or not the bases for special crops have been established for the county in accordance with the limits set by the State Committee. This will be necessary particularly in the case of cotton, tobacco, and rice. The sugar-beet and flax bases will be determined from reports of the farm supervisors.

Columns 35 to 43. The office of the Executive Secretary should check the data in these columns, to determine whether or not the County Committee has followed the procedure specified in Section 1 of Part I of WR-B-3 (Western Region Bulletin No. 3), or modifications thereof approved by the Agricultural Adjustment Administration, for establishing productivity indices for the individual farms. Particular attention should be given to determining whether or not the weighted average of the final productivity indices, as recorded in column 42 or 43, exceeds 100 percent, or is materially below 100 percent, and, if so, whether or not there is any selectivity which would justify such departure from the county average. This departure may be downward in case it is shown that the less productive farms in the County participate, or upward, in case it is shown that the more productive farms participate in the program. In case there is a departure from 100 percent in the weighted averages, the Listing Sheets should be referred to the State representative of the Western Division for further analysis.

If the data in the columns indicated above are in accordance with limits established by the State Committee, then the County Committee should be notified that the adjustments made have been approved, and, in accordance with instructions to be issued as a part of the audit procedure, the essential data may then be recorded on the Audit Listing Sheet for the use of the Audit Section. If it is discovered, however, that the County Committee has failed, in any particular, to meet the requirements of the State Committee in respect to base acreages or yields or indices of productivity, then the County Listing Sheet should be returned to the County Committee for further adjustment and correction.

George E. Farrell

GEORGE E. FARRELL
Director, Western Division

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WESTERN DIVISION

Washington, D. C.

October 7, 1936

INSTRUCTIONS FOR TABULATING INFORMATION
FROM APPLICATIONS FOR PAYMENT - WESTERN REGION

WR B-5 provides that a tabulation from applications for payment from each county shall be made and submitted to the Director of the Western Division as soon as the majority of applications from a county are available for tabulation and that such tabulation will be made in accordance with instructions to be issued by the Director of the Western Division.

Tabulation from WR-11

In accordance with the foregoing provisions, the following instructions are issued relative to tabulating the information from the single farm application for payment, WR-11.

Only one application for payment should be tabulated for each farm since the same data may appear on applications from both the landlord and the tenant. Duplication will be avoided if the applications are tabulated by work sheet serial numbers and the same serial number is never tabulated twice. A cross reference to the application serial number should be maintained. As a check for the purpose of avoiding such duplication, as each application is listed a check mark might be made on the county listing sheet (WR-3) or on the summary sheet for reports of performance (WR-14). The form of this tabulation will be uniform for all counties, except that the particular soil building practices will be different. A summary sheet, Form WR-9, will be used for this tabulation. Instructions for filling out this tabulation from form WR-11 are as follows:

Column 1. Serial number of work sheet. (See second line of the first paragraph of WR-11).

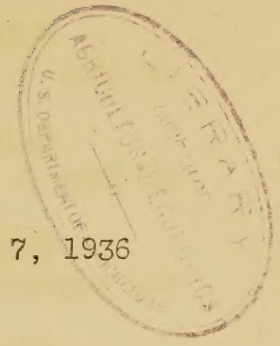
Column 2. Serial number of the application for payment.

Column 3. 1936 sugar beet acreage. (See line 2, column (B) of table I of WR-11).

Column 4. 1936 flax acreage. (See line 3, column (B) of table I of WR-11).

Column 5. Actual decrease from general soil depleting base. (See line 1, column (E) of table I of WR-11).

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Column 6. Actual increase from base acreage of sugar beets, flax, and general soil depleting crops. (See line 4 of column (C) of table I of WR-11).

Column 7. Actual decrease from cotton or tobacco base. (See line 5 or line 6, column (E) of table I of WR-11).

Column 8. Actual increase from cotton or tobacco base. (See line 5 or line 6, column (C) of table I of WR-11).

Column 9. Deficiency of soil conserving crops to qualify diversion for payment. (See line 15, column (C) of table III of WR-11).

Column 10. Deficiency of soil conserving crops to meet minimum requirement. (See line 16, column (C) of table III of WR-11).

Column 11. Class I payment for general soil depleting crops. (See line 1, column (I) of table I of WR-11).*

Column 12. Class I payment for sugar beets. (See line 2, column (I) of table I of WR-11).*

Column 13. Class I payment for flax. (See line 3, column (I) of table I of WR-11).*

Column 14. Class I payment for cotton. (See line 5, column (I) of table I of WR-11).*

Column 15. Class I payment for tobacco. (See line 6, column (I) of table I of WR-11).*

Column 16. Total gross Class I payment. (See line 7, column (I) of table I of WR-11).

Column 17. Net Class I payment. (See line 24, table IV of WR-11).*

Column 18. Gross Class II payment. (See line 25 of table IV of WR-11).*

Column 19. Net payment. (See line 28, table IV of WR-11).*

The data for soil building practices listed under items 8, 9, and 10 in table II of WR-11, will be tabulated in columns 20 to 29, inclusive, showing the number of acres devoted to each practice. Practices will be designated by number, as reported on lines 8, 9, and 10 in column (A), table II, of WR-11.

Tabulation from WR-12 and WR-12B

In most instances there will be a WR-11 for all of the farms represented on the multiple farm application for payment, WR-12 or WR-12B. Where a WR-11 has already been tabulated, it will not be necessary to duplicate this information in tabulating the data from WR-12 or WR-12B.

Where it is found that a farm has not been tabulated from a form WR-11, this information should be tabulated from the WR-12 or WR-12B, using a separate summary sheet, form WR-9, for the purpose. Instructions for filling out this tabulation from form WR-12 and WR-12B are as follows:

Column 1. Serial number of work sheet. (See first paragraph of Section I of WR-12).

Column 2. Serial number of application. (See upper right-hand corner of WR-12).

Column 3. 1936 sugar beet acreage. (See line 2, column (b) of table I of WR-12 or WR-12B).

Column 4. 1936 flax acreage. (See line 3, column (b) of table I of WR-12 or WR-12B).

Column 5. Decrease from general soil depleting base. (See line 1, column (d) of table I of WR-12 or WR-12B).

Column 6. Actual increase from base acreage of sugar beets, flax, and general soil depleting crops. (See line 4, column (c) of table I of WR-12 or WR-12B).

Column 7. Actual decrease from cotton or tobacco base. (See line 7, column (d) of table I of WR-12B).

Column 8. Actual increase from cotton or tobacco base. (See line 7, column (c) of table I of WR-12B).

Column 9. Deficiency of soil conserving crops to qualify diversion for payment. (See line 25, column (c) of table IV of WR-12).

Column 10. Deficiency of soil conserving crops to meet minimum requirement. (See line 26, column (c) of table IV of WR-12).

Column 11. Class I payment for general soil depleting crops. (See line 1, column (h) of table I of WR-12 or WR-12B).

Column 12. Class I payment for sugar beets. (See line 2, column (h) of table I of WR-12 or WR-12B).

Column 13. Class I payment for flax. (See line 3, column (h) of table I of WR-12 or WR-12B).

Column 14. Class I payment for cotton. (See line 7, column (h) of table I of WR-12B).

Column 15. Class I payment for tobacco. (See line 7, column (h) of table I of WR-12B).

Column 16. Total gross Class I payment. (See line 4, column (h) of table I of WR-12 or the sum of lines 4 and 7, column (h) of table I of WR-12B).

Column 17. Need not be filled out for tabulations from WR-12 or WR-12B since data comparable to those shown on WR-11 for net Class I payment cannot be secured from WR-12).

Column 18. Gross Class II payment. Gross Class II payments can be secured by (1) totaling the several entries on line 11 of table II of WR-12 and supplements thereto (WR-12B), and (2) by totaling the several entries on line 14 of table II of WR-12 and supplements thereto times \$1.00, and (3) tabulating the amount determined under steps (1) or (2) whichever is smaller.

Column 19. Net payment to farm. This column need not be filled out for individual farms shown on WR-12 or WR-12B.

The data for soil building practices listed on line 9 of table II of WR-12 or WR-12B will be tabulated in columns 20 to 29, inclusive, showing the number of acres devoted to each practice. Practices will be designated by number in accordance with Section IV of WR-10 for the State.

Summarizing Data from Tabulations

As soon as the tabulation has been completed for the majority of applications for payment from each county in accordance with the foregoing instructions, the column totals for each county shall be submitted to the Director of the Western Division together with a summary for the county, showing:

1. The number of applications for payment covered by the tabulation; and
2. The number of farms having deficient acreages.

Payments in Excess of \$2,500

Immediately upon receipt of any application for payment in excess of \$2,500, whether for a single farm or for a multiple farm, a copy of the application for payment shall be made and submitted to the Director of the Western Division together with information indicating whether or not the land in question is private land; state, county, or municipal land; Indian land; or land leased from the Federal Government. Such applications should be tabulated on separate sheets from applications for smaller amounts.

Very truly yours,

George E. Farrell

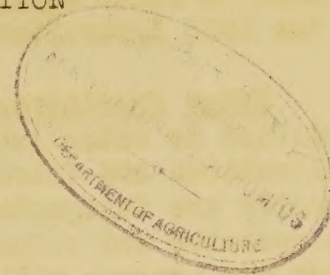
George E. Farrell,
Director, Western Division.

*Round all dollars and cents items to the nearest dollar.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WESTERN DIVISION

Washington, D. C.



September 28, 1936

INFORMATION REGARDING THE ORGANIZATION AND ADMINISTRATION OF THE 1936 AGRICULTURAL CONSERVATION PROGRAM ON RANGE LAND.

The following is an outline of the organization and procedure that will be followed in administering the 1936 Agricultural Conservation Program on Range Land. For full details as to administration in the counties, reference should be made to WR - Bulletin No. 3 - Supplement (d).

ADMINISTRATION

Administration of the 1936 Agricultural Conservation Program on Range Land in the several States and counties of the Western Region will be through the channels of the existing State and county administrative organizations authorized to administer the 1936 Agricultural Conservation Program.

ORGANIZATION

In each State the 1936 Agricultural Conservation Program on Range Land will be administered by the State Director of Extension in cooperation with the State Agricultural Conservation Committee. Where it is determined that the membership of this committee is not representative of the range livestock interests, the Secretary of Agriculture will appoint not more than two additional members to the Committee.

State Committee: The duties of the State Committee will be as follows:

1. It will act in an advisory capacity in all matters pertaining to the 1936 Agricultural Conservation Program on Range Land.
2. It will consider appeals and recommendations of the county committee.
3. Its members will attend meetings and explain function and purpose of the 1936 Agricultural Conservation Program on Range Land.

Executive Secretary: The duties of the Executive Secretary and his relationship to the State Committee will correspond to those described in State Committee Letter No. 1, outlining his duties with respect to the 1936 Agricultural Conservation Program.

Range Examiners: The Forest Service has agreed to detail personnel qualified to establish the grazing capacity of ranching units for which applications are filed. The persons detailed to establish the grazing capacity are designated as Range Examiners. The Range Examiner will visit the operator and cooperate with him in determining what practices available under the program will be most suitable for the ranch unit and recommend the practices which will effectuate the purposes of the Soil Conservation and Domestic Allotment Act. This personnel will:

1. Establish the grazing capacity of the ranching unit.
2. Cooperate with the ranch operator in determining the most suitable available practice or practices and recommend practices on the ranching unit to the County Committee.
3. Make a written report to the County Committee on Form WR-16, Report on Examination of Range Land.

County Committee: In each county the Range Conservation Program will be administered by the County Agricultural Conservation Committee. Where it is determined that the existing personnel of this committee does not adequately represent the range livestock interests, the State Director of Extension will recommend for appointment, subject to the approval of the Secretary of Agriculture, not more than two temporary committeemen, who will serve as an additional member or members of the County Agricultural Conservation Committee until the personnel of the County Committee is increased as provided for in "Articles of Association of County Agricultural Conservation Association", Form WR-4.

The county committee will:

1. Work under the direction of the Director of Extension and the Director of the Western Division and act in an advisory capacity in all matters pertaining to the 1936 Agricultural Conservation Program on Range Land in their respective county.
2. Keep all records and furnish copies of the same to the State Committee from time to time.
3. Hold county meetings and provide range stockmen with information on the 1936 Agricultural Conservation Program on Range Land.

4. Supply stockmen with cards Form WR-15, Application for Determination of Grazing Capacity, on which the operator wishing to take part in the program will apply to have the grazing capacity of his ranching unit determined.
5. Receive and index application cards after having been filled out by the operator.
6. Assign ranching units in the county to range examiners for examination.
7. Receive and examine Form WR-16, Report on Examination of Range Land, which should be filed in duplicate.
8. Establish the grazing capacity for each ranching unit based upon the range examiner's report, and approve range practices and advise the operator by forwarding a copy of Form WR-16, Report on Examination of Range Land.
9. Prepare Form WR-17, Listing Sheet (Assignment of Grazing Capacity), in quadruplicate, and certify three copies to the State Committee.
10. Receive and review written appeals, make findings and, in the event of an appeal by the producer to the State Committee, forward copy of the findings to the State Committee.
11. Inspect, or designate a representative to inspect, all practices which have been performed by an operator, and file the report on Form WR-18, Report of Performance (Range Land).
12. Furnish ranch operators with Form WR-19, Application for Payment.
13. Receive Form WR-19, Application for Payment, after it has been filled out by the operator.
14. If practices performed on a ranching unit are approved, certify for payment the operator's application, Form WR-19, Application for Payment.

WHAT THE RANCH OPERATOR DOES

The range stockman who wishes to take part in the program will:

1. Secure from the county committee the post card Form WR-15, Application for Determination of Grazing Capacity, fill it out and return it to the county committee. Information contained on this card does not place the operator under any obligation.
2. Cooperate with the range examiner in making the grazing survey on his ranching unit and supply the information essential to complete Form WR-16, Report on Examination of Range Land.
3. Review Form WR-16, Report on Examination of Range Land, and indicate the practices he desires to perform in 1936.
4. Upon return of Form WR-16, Report on Examination of Range Land, signed by the committee, perform in accordance with specifications the practices the committee has approved for the ranching unit.
5. Sign Form WR-18, Report of Performance, (Range Land).
6. Make application for payment on Form WR-19, Application for Payment (Range Land).

George E. Farrell

GEORGE E. FARRELL,
Director, Western Division.